



4H Youth Development Staff Responsibilities

4-H Office Number 586.469.6431 General Office Hours 8:30am - 5:00pm

4-H website: <http://macombcountymi.gov/msuextension/departments/4h/index.html>



Christine Miller - 4-H Club Livestock P.C. Comm. & Exp. Arts P.C. County & State Awards YEA/Community Ser. Livestock Camp Communications Day Chinese Art Youth Ambassador Exploration Days Sunshine Committee Educational Goals Subcom	Kathy-Club/School/Mentor/State 4-H Staff Supervision 4-H Council Metro Detroit's Promise Task Force Macomb County Youth Council Macomb County Youth at Risk Council State Personal Development Team Grant Administration Fair Board Budgets/Finance Livestock Sale PEP Finance Subcommittee Volunteer Discipline	Rachel C. - 4-H Mentor Drug Court Mentor Training Home visits/matches Casemanagement Life Skills Training Volunteer Recruitment Newsletter Youth Violence Prevention Council Reports	Roberta-4-H Club Newsletter Workshop Reg. Information Packets Club Binders ES 237 Pin Order Print Orders Supply Orders
Tina Fleming -Club/State Horse P.C. Mini Horse Subcommittee State Mini Horse Prog. Outdoor Ed. & Rec P.C. Volunteer Sel. Process OMK & State Military Liaison 4-H Nat'l Congress Fair Subcommittee	Jan Gwozdz - 4-H Mentor 4-H Mentor Staff Supervision & Eval. City Connect Mentor Collaboration Mentor Michigan Macomb County Youth at Risk Com. Mentor Grants Administration Budgets and Billing Reports Mentor Consultant to school and local based programs	K. T - 4-H Americorp Utica Mentor Program Mentor Training Home Visits/Matches Casemanagement Life Skills Training Volunteer Recruitment Community Outreach	Nancy-4-H Club VSP Mileage-Club Check Requests/ Deposits Info Requests
Anne Crotser - 4-H Club Companion Animal P.C. Hort & Environ. Ed. P.C. Club Fundraising Records Bylaws & Parl. Proced. Wonders Of Washington Capitol Experience Youth Gardening Club Officer Training Exchange Programs Governance Subcommittee	Karen Hakim & Cheryl Printz - 4-H After School Programs After School Program Development And Implementation	Kevin-4-H Americorp Utica Mentor Program Mentor Training Home Visits/Matches Casemanagement Life Skills Training Volunteer Recruitment Community Outreach	Marcia B - 4-H Mentor Weekly 4-H Schedule Mileage-Mentor and volunteers Information packets Maintain Mentor Database DHS Billings & Budget prep Program Statistics Track Volunteer Hours Coordinate Volunteer Clearances Supply Orders Print Orders
Shared Responsibilities Marketing, Outreach, 4-H Development (Club, Mentor, After School), New Program Support, Newsletter articles, Program Statistics, 4-H Enrollment, Fundraising, Orientation, Adult and Youth Leadership Training.			

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